



# THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/olao/olao>

Volume 5, Issue 3 (DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606) MARCH 2003

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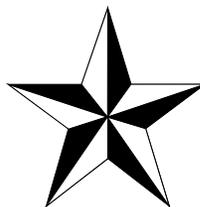
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## **TWO - HIGHLIGHTS** **OF THE MONTH**

**COMING SOON !**

## **MARCH 26 & 27, NIH 2003 SIMPLIFIED ACQUISITION SYMPOSIUM**

**PRESENTED BY  
THE SIMPLIFIED ACQUISITION COMMITTEE**

This year's NIH Simplified Acquisition Training Symposium will be a two-day event. The event will be held on March 26-27, 2003 and will be packed with current as well as informative topics and workshops. The NIH 2003 Simplified Acquisition Symposium will be held at the National 4-H Conference Center, located at 7100 Connecticut Avenue, Chevy Chase, MD. Bus transportation will be provided from main campus, building 31, 10, and 41, Rockledge Building B, 6011 Executive Boulevard and Executive Plaza North and South. The agenda for both days and a detailed bus schedule will be sent out via email and posted on the OLAO website by March 10, 2003. The two day event is free of charge. Lunch as well as morning and afternoon refreshments will be provided. The agenda will offer topics addressing various aspects of procurement as well as current issues such as A-76 Standards/Fair Act, DHHS Initiative-NIH Consolidation, Section 508 standards, workshops on Reverse Auction, and BPA/PC issues and invoicing procedures. NITAAC will showcase a host

of new offerings and The NIH Business System will present also. Exhibitors from the University of Maryland and Strayer University will be present with educational information along with many other exhibitors.

Both days of the symposium will provide first hand factual information to all areas of NIH. All are encouraged to attend. Space for registration is diminishing at a steady rate so register as soon as you can. To register simply go to the OLAO web site, choose Training, and proceed to the 2003 Simplified Acquisition Symposium electronic registration form. Complete the form and you will receive an email with your conformation number. Entrance into the NIHTS is not mandatory to register, however if you are interested in obtaining training credit, you must do so. The instructions for that task are listed below. The OLAO web address is: <http://www.nih.gov/od/olao/oa>.

**Questions regarding the symposium may be addressed to Mr. John D. Best, Chairman, at (301)496-4595.**

**Instructions for NIHTS:**

**At Step 1 - Nominee Search and Select:**  
Search and select the employee(s) as usual

**At Step 2 - Payment Method and Vendor Selection:**

Payment method = "other"  
vendor = "outside vendor"

**At Step 2a - Vendor Search and Selection:**  
Search for Office of and then click on the Skip button at the bottom of the available selections. If you don't search, the Skip button doesn't appear.

**At Step 4 - Nomination display and submit:**  
type the following information in Under Course Information:

**Course Title:** Simplified Acquisition Training Symposium

**Location:** The National 4H Conference Center

**Start Date:** 03/26//2003

**End Date:** 03/27/2003

**Start Time:** 7:30 am - 9:00am =  
Pre-Registration Days 1 & 2

**End Time:** 3:30 pm

**Duty Hours:** 6 per day

**Under Vendor Information:**

**Vendor Name:** National 4H Council

**Street Address:** 7100 Connecticut Avenue

**City:** Chevy Chase

**State:** MD

**Zip:** 20815

**No EIN # required for \$0 course**

**Route the nomination as usual for approval in your IC.**

**(Also see using NIHTS for training, page 3)**

**UPDATE ! UPDATE!  
OLAO ACQUISITION NEWSLETTER  
INDEX  
JULY 1995 thru JANUARY 2003**

The attached OLAO Acquisition Newsletter Index is updated annually for your convenience. Please see **ATTACHMENT (1)**. This hard copy index is provided as a quick reference locator for hundreds of articles specific to numerous acquisition processes, sources of regulatory and procedural requirements, and various areas of acquisition information contained within all previous newsletters that you have been using as reference material through the years. This updated index may also be found at the following OLAO Acquisition Operations website:

<http://www.nih.gov/od/olao/oa/news/backindex.html>

## **OFFICE OF FINANCIAL MANAGEMENT**

### **IMPORTANT UPDATE!**

#### **USE OF APPROPRIATED FUNDS FOR LIGHT REFRESHMENTS / RESCINDS GSA TRAVEL AUTHORITY**

**(OFM - TRANSMITTAL NO. 76)**

#### **Prepared By Joel Papier**

Recently, this office received Comptroller General Decision B-288266, January 27, 2003. In that decision, the GAO has ruled as follows: "GSA does not have the authority to permit agencies to use appropriated funds to pay for employees' food and refreshments except as part of an employee's travel subsistence allowance. 5 U.S.C. 5702. Certifying Officers should not rely on GSA's travel regulation on conference planning to authorize light refreshments at conferences for employees in nontravel status. Agencies (and their accountable officers) should rely on existing, relevant statutory authority as interpreted by the Comptroller General".

In addition, we've received a GSA Travel Advisory No. 7. To summarize this advisory, GSA plans to discuss a favorable resolution with the GAO, which could involve amendment of the affected portions of the FTR and related guidance. In the interim, agencies are advised that providing light refreshments during conference breaks cannot be provided to individuals in a nontravel status at Government expense under the authority of the FTR.

Therefore, until we hear further word from GSA, the policies and procedures contained in NIH MC 1500-04-10(C) regarding the use of appropriated funds to provide light refreshments, are rescinded. In 1500-04-10(C), the applicable paragraph includes the words, "pending release". Please note that this HHS travel chapter has been published on line as 1-20-20 and will be updated accordingly.

On a related matter, this office will revise the Entertainment Matrix which was distributed to the community through your Executive Officers in July of 2002.

Finally, the use of procurement mechanisms, e.g., IMPAC Purchase Card, Logistical Support Contract, etc. to pay for light refreshments with appropriated funds in line with the above referenced NIH travel policies and procedures, must be discontinued.

Please make wide dissemination of this information.

Should you have any questions, I can be reached on 496-4379.

## **PURCHASE CARD NEWS**

### **ADDENDUM (Revised 03/27/02)**

#### **To the NIH Policy Manual 6013-2 Internal Procedures for the Purchase Card (I.M.P.A.C.) Program**

### **USING THE NIH INTEGRATED TRAINING SYSTEMS (NIHITS) AND THE PURCHASE CARD AS THE PAYMENT MECHANISM FOR TRAINING BACKGROUND**

The NIHITS is an electronic system which provides authorization for employees to attend a training class and documents the training and payment method. Due to the design of NIHITS, the PURCHASE CARD as a selected method of payment is encouraged. (It does not result in a double obligation of funds.)

The Delegation of Authority to purchase off the shelf (OTS) training is limited to \$2,500 or less, per person, per vendor, for a course or class which is offered to the general public through catalog listings, web sites, general announcements, etc.

The NIH Purchase Card Program Office recognizes that there is a need for 1) the acquisition of multiple NIHITS transactions for employees and 2) the acquisition of multiple purchase card purchases to the same school or vendor for OTS training for an individual student **on the same day**.

The requirements of the Federal Acquisition Regulation (FAR) 13.003(c) states that the contracting officer/cardholder shall not use simplified acquisition procedures to acquire services by breaking down the total cost of the service when it exceeds the micro-purchase threshold at \$2,500 into several purchases merely to avoid the use of a contract or purchase order. This is generally referred to as splitting orders to stay under these thresholds.

While taking into consideration the FAR requirement not to split orders, it has been determined by the NIH Purchase Card Office that a cardholder may exceed their Single Purchase Limit (SPL) and place multiple orders **in one day** for the purchase of training and associated incidentals. The basis for this determination is the fact that orders are placed per individual and each order does not exceed \$2,500.

The following instances are examples of how a cardholder may exceed their SPL for the purchase of training and associated incidentals and place multiple orders in one day, **without splitting orders**:

1) The cardholder's SPL is \$2,500. The cardholder on the same day enters orders for five students to attend classes at the University of Maryland totaling \$2,900 for all five students. The charge per student is less than \$2,500.

2) The cardholder's SPL is \$2,500. The cardholder can place an order in NIHITS on the same day for one student for two classes at two separate vendors. One class is at the University of Maryland for \$1,500 and the second class is at CompuSearch for \$1,800.

The cardholder **is not** permitted to exceed their SPL or split the order in cases where the price of one class exceeds their SPL. For example, the cardholder has an action to pay \$3,500 for one student to attend the University of Maryland. In this case, the cardholder would not be able to make the purchase since the **individual** action is greater than their SPL of \$2,500. Cardholders must still adhere to the pertinent laws and procedures

governed by the Government Employees Training Act (GETA), 5 USC Chapter 41 as codified in Parts 410 and 412 of Title 5, Code of Federal Regulations (CFR).

Group Training is training purchased for more than one individual for an OTS class at the same time with the same vendor. This purchase is considered a single purchase and the cost cannot exceed the cardholder's single purchase limit or be split among each individual participant.

## CARDHOLDER RESPONSIBILITY

The cardholder may place training orders directly with the schools/vendors based on the instructions outlined below:

"All training must be input into NIHITS including tuition and books. In order to avoid double obligations and/or payments, the cardholder must identify the purchase card as the payment mechanism when entering the information into NIHITS. If someone other than the cardholder is entering information into NIHITS, that individual must ensure the payment mechanism identified in NIHITS is the purchase card.

"The NIHITS approval form and the cardholder's pertinent purchase card information must be faxed directly to the schools/vendors and/or the appropriate book stores.

## CARD APPROVING OFFICIAL (CAO) RESPONSIBILITIES

It is the CAO's responsibility to ensure that the cardholder is adhering to these instructions regarding the purchase of training and the use of NIHITS.

## YOU HAVE QUESTIONS WE HAVE ANSWERS

Inquiries about the NIH Purchase Card Program should be directed to the Purchase Card Helpline on 301-435-6606 or email at: [Creditcard@od.nih.gov](mailto:Creditcard@od.nih.gov).

## **CONTRACTS**

### **YOU NEED TO KNOW!**

#### **PRINTING / DUPLICATION SERVICES = GAO DECISION**

**Provided by Barbara Levy, Procurement Analyst, DAPE, OAMP**

The following message is a reminder to all acquisition staff of the importance of adhering to statute and regulation when acquiring printing services.

The General Accounting Office (GAO) has concluded that photocopying services acquired by the Bureau of Land Management (BLM) employees from Kinko's without first receiving a waiver violated federal law which requires that all such services be acquired through the Government Printing Office (GPO). Therefore the photocopying services acquired cannot be paid for with government funds (Bureau of Land Management: Payment of Pocatello Field Office, GAO, B-290901, 12/16/02) <http://www.gao.gov/decisions/appro/290901.htm>

The GAO Decision was based on 44 U.S.C. 501 and FAR 8.8, which generally require, unless certain exceptions apply, that all printing and binding for the federal government "shall be done" at the GPO. Since the BLM employees did not follow the correct procedures, the contract imposed no legal obligation on the part of the government and therefore, GAO stated that it had no basis to authorize payment.

**This decision impacts the NIH in different ways. The PHS Act (41 U.S.C.241), Section 405(c)(4), specifically exempts NIH Directors of Institutes from the GPO printing requirements, as well as from any approval requirements of the HHS for printing by the GPO (note that this authority flows down from the Institute Directors to acquisition officials).**

Therefore, all contracting officers acquiring printing for Institutes may contract for printing services without regard to the statute that requires that printing be acquired through the GPO, and they do not need any further clearance or approval to proceed with their printing requirements (see Manual Chapter 6308, Acquisition of Printing Requirements, for further clearance, waiver/exemption and reporting requirements at <http://www1.od.nih.gov/oma/manualchapters/contracts/6308/>).

**However, NIH Directors of Centers and other entities that cannot be classified as Institutes (e.g., NLM, FIC, OD, NCRR, CIT, etc.) are not covered by the PHS Act and therefore must comply with 44 U.S.C. 501.** Contracting Officers in Centers and those other entities not classified as Institutes must follow FAR 8.8 as well as the instructions in the Manual Chapter 6308 so that they do not violate 44 U.S.C. 501. Please review the waivers/exemptions and reporting requirements contained in Manual Chapter 6308 that fully explain the roles and responsibilities of acquisition staff obtaining printing services (<http://www1.od.nih.gov/oma/manualchapters/contracts/6308/>).

Finally, while OMB, in May 2002, opened federal printing requirements to competition from private sector companies, and there is a published proposed rule that would eliminate the requirement that the federal government use GPO for printing and duplication services, the current statute (44 U.S.C. 501) requiring that such services be performed at the GPO is still applicable and the GAO decision is based on statute that is still in effect.

**Please ensure that contracting and project officer staff are aware of this GAO decision and know how it affects their acquisitions of printing services.**

\*\*\*\*\*

**DELPRO NOTES & SIMPLIFIED  
ACQUISITION NEWS**

**HELPFUL HINTS & REMINDERS!  
PLEASE DON T FORGET!**

**DRUG FREE WORKPLACE CLAUSE**

An acquisition file for a Professional Service Order (PSO) must contain evidence that the individual or vendor has been notified of the required compliance with the provisions of the Drug Free Workplace Act, FAR 23.505. ***This evidence may be either a copy of the Drug-Free Workplace clause 52.223-6, which has been sent to the individual/vendor, included in the file, or a written indication that the drug free clause was given to the individual performing the service.*** While he/she no longer has to "certify" by signing and returning the clause, there must be some documentation in the file that the clause was provided.

**LIST PRICE and UNIT PRICE:**

Ordering Officials must contact the vendor and insure that they are receiving the appropriate list price and unit price/discount price as agreed upon within the BPA, and indicate as required on the DELPRO computer generated order in the LPRICE and UPRICE fields. If no discount is offered, the Ordering Officials MUST indicate the RMKS: field, or within the acquisition file, "No Discount Offered." **It is important that Ordering Officials use the LPRICE: field (price charged to commercial customers/general public PRIOR to any discounts) and UPRICE: field (the net price paid by NIH AFTER discounts have been taken) CORRECTLY.** The Simplified Acquisition Programs Branch is responsible for verifying that BPA vendors are giving the NIH discount rate that was negotiated on their BPA. Discount information is obtained by gathering information as entered by the Ordering Officials from the LPRICE: and UPRICE: fields of the ADB, and comparing the end result with the negotiated discount on the BPA.

**KNOWLEDGE IS POWER**

(Select the most correct answer to each question)

1. NIH WILL BE LIABLE for any unauthorized use of the Purchase Card, and the cardholder MAY NOT be held negligent and administratively accountable to NIH if the loss is not reported timely.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

2. The official file must be maintained for six (6) years and three (3) months after the final payment to comply with finance regulations.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

3. Any time the Purchase Card is used for a purchase, whether it is done over the counter or by telephone, the monthly cumulative purchase log (Record of Purchase Card Orders), must be annotated and retained in a monthly acquisition file.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

4. The Administrative Office/IC designee will maintain the official file (inclusive of financial and acquisition data) for each purchase card order.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

5. When the items are received, the Cardholder DOES NOT have to annotate the receiving information on the shipping document and/or the Record of Purchase Card Orders Log.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

Answers may be found at the end of the newsletter

## **AQUISITION PANNING AND SPECIFICATION BRANCH**

### **OFFICE OF ADMINISTRATION PIONEERS REVERSE AUCTIONS AT NIH**

**Provided by William Brown, Jr., Chief, APSB**

The Acquisition Planning and Specifications Branch (APSB), Division of Acquisition Programs (DAP), Office of Logistics and Acquisition Operations (OLAO), Office of Administration (OA), has successfully conducted several reverse auctions the last two years. A reverse auction is live on-line bidding process used to lower the price of goods and services required by the Government. It is important to understand that it is only a pricing tool. The acquisition requirements and processes are otherwise unchanged, i.e., all regulations and procedures must still be followed. A regular auction drives the price up until the highest price bidder wins, while a reverse auction drives the price down so that the Government is able to capture the best price the market can bear at auction time.

Prior to participating in a reverse auction, a vendor must either attest to submitting a brand name product or provide samples of the product they intend to supply if awarded a contract. Once samples are approved, these vendors, along with those submitting a brand name product, are invited to participate in the reverse auction. The reverse auction takes place over the Internet. Qualified vendors are allowed to bid as often as they wish during the auction period, which ranges from one-half to one hour with overtime periods. The savings are generally in the range of 10-24% less than the Independent Government Cost Estimate (IGCE) prices. APSB is the first and the only DHHS operating unit to utilize the reverse auction concept.

#### **APSB**

conducted their first two reverse auctions for utility wipes and pipette tips for the NIH Self Service Stores on May 10, 2001. They resulted in savings of \$395,400.00, which was 20% less than the IGCE. On December 14, 2001, APSB conducted its third reverse auction, which was in partnership with the NIH Clinical Center. This was a five year, consolidated buy of restroom hygiene products. The overall savings was \$505,099.00, which was 25% less than the IGCE.

As a result of the savings, knowledge, and experience gained from the previous five auctions, DHHS requested APSB to take the lead on a DHHS-wide reverse auction. This led to a partnership with the DHHS and all DHHS OPDIVs. Secretary Thompson was familiar with reverse auctions from his tenure as governor of Wisconsin, and very encouraging of this effort. He was aware of the savings that could result through consolidating requirements, and was eager to see the technique used by the entire DHHS as part of his one Department initiative.

After defining each OPDIV's requirements (specifications, quantity, delivery locations), on September 13, 2002, APSB conducted the first DHHS-wide reverse auction for a commodity used by all agencies: copy paper. There was full participation by all OPDIVs. The total savings for a one year contract, with one option year, was \$1,300,088.00, which was 34.02% less than the IGCE.

On January 9, 2003, the APSB, in partnership with the NIH Clinical Center, conducted its fifth reverse auction. The commodity was trash can liners. The overall savings was \$114,820.00, which was 35.06% less than the IGCE.

APSB has identified shipping boxes (DHHS-wide), surgical gloves (NIH), and surgical masks (NIH) as the commodities for the next three upcoming auctions. APSB will be continuing its efforts here at the NIH and DHHS-wide to conduct auctions on equipment and supplies that are a good fit for the reverse auction process. Good fit items are those that are bought in a significant quantity or at a significant price, and which have some pricing flexibility/leeway in the market. As seen from the savings, \$2,315,407 from the five auctions conducted to date, it's worth your time to review your requirements to see which would be appropriate for reverse auctions. Thus far, APSB has only done reverse auctions for supply/equipment requirements, but is certainly open to doing them for services.

There is an acquisition cost associated with this process. However, the track record of the savings obtained from all previous auctions far exceeds any cost. Without a doubt, APSB feels that the NIH should be conducting more auctions.

If you would like additional information on the Reverse Auction process, please contact William Brown, Jr., Chief, APSB, DAP, OLAO, OD on (301)435-3916, or email [BROWMW@OD.NIH.GOV](mailto:BROWMW@OD.NIH.GOV).

## **BPA NEWS**

### **BPA's = GREAT DISCOUNTS =**

#### **USE YOUR PURCHASE CARD!**

Provided by Cole Stathes

The Simplified Acquisition Programs Branch (SAPB) has established over 800 Blanket Purchase Agreements (BPAs) for use by the NIH community. These accounts cover a wide variety of supplies and services - everything from IT software to office items to scientific equipment to antibody analysis! Entire new commodities, such as temporary help and travel services, have recently been added to the BPA program; and other fields are under consideration.

The great majority of these BPAs have a terrific feature - **their discounts**. SAPB does not want the NIH researchers and support staff to pay list price for anything. So the SAPB members work diligently to obtain as many discounts as possible from our vendors. These special prices may be tied in with Federal Supply Schedule discounts, or they may be negotiated directly with vendors especially for NIH. We also know that many laboratories and offices are only able to order limited quantities of supplies at a time. Therefore, whenever possible, SAPB aims to secure discounted prices even for very small purchases.

An extremely important aspect of BPA Discounts is their applicability to purchase card holders. When a BPA vendor offers discounts to NIH, these discounts are to be honored whether the NIH buyer uses a purchase card, a record of call, or a purchase order.

**Thus, an NIH purchaser should identify him/herself as making the purchase on behalf of NIH, and then should receive the same prices, discounts, and shipping and delivery terms regardless of the purchase mechanism chosen.**

SAPB, therefore, strongly encourages purchase

card holders, and all other NIH buyers, to consider the BPA vendors for their office and laboratory needs. These are vendors typically extending better prices and value to go along with the convenience of the simplified ordering methods.

So, purchasers, wake up and smell the discounts! Enjoy the best of both worlds - the ease of the Purchase Cards and the economy offered by the BPA vendors. The list of BPA vendors can be quickly found on our website at:

<http://www.nih.gov/od/olao/oa/>

**(Click on Simplified Acquisitions)**

**USE THAT PURCHASE CARD**

**HAPPY BPA PURCHASING!!**

## **BPA S**

### **NEW, REESTABLISHED AND DISCONTINUED BPAS**

***The following BPAs have recently been established:***

#### **BPA # - Company Name**

54292 - Airgas East Inc - for gases and demurrage

57402 - Spectra Gases - for chemicals and media

57295 - Panvera LLC - for chemicals and biological materials

57180 - Walt's Photocopy - for copier supplies and repair

56288 - Objects Worldwide - for IT services

56291 - Corporate Buying Group - for imprinted and

personalized items

56355 - Nextage Medical Products - for scientific supplies and instruments

56367 - GC Micro - for IT software, hardware and repair

56394 - Data Impact - for IT services

56407 - FMA Computer Technology Inc - for IT software, supplies and repair

56422 - The Answer Temps - for office support services

56434 - Management Systems Services Inc - for IT hardware, software and repair

56328 - Linemark Printing - for printing/copying services

56458 - Computer Management Services - for IT services

56485 - On-Site Sourcing Inc - for printing/bindery services

***The following BPA has recently been reestablished:***

**BPA # - Company Name**

55130 - Netcomm Inc - for IT services

51314 - Norseman Inc - for IT hardware, software and supplies

42104 - Posner - for hardware and tools

***The following BPAs are discontinued:***

**BPA # - Company Name**

48373 - Key Scientific

53601 - Medarex Inc

53482 - Randy's Carpet Inc

51365 - Deposition Services

55090 - Mac Solutions

53573 - Summit Chemical Company

55284 - ACS Desktop Solutions

49677 - Air Products

54111 - Incyte Genomics

48425 - Martek Corporation

43695 - Panvera LLC

55272 - Specialty Laboratories Inc

55218 - Viva Products

41906 - Walt's Photocopy

56304 - Hire Standard Staffing

## **AVAILABLE TRAINING AND SEMINARS**

**2635**

### **Purchase Card Processing System**

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB. This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
3/27/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	2/28/2003
5/6/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	4/9/2003
6/12/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	5/15/2003
7/20/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	6/20/2003

**2607**

### **Simplified Acquisitions Refresher for AOs (2 classes each day)**

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official s responsibilities.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
3/26/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$190	2/26/2003
7/31/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$190	7/2/2003

**2636**

### **Mandatory Purchase Card Training**

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
<u>3/10/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>2/10/2003</u>
<u>3/24/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>2/24/2003</u>
<u>3/25/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>2/25/2003</u>
<u>4/14/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>3/7/2003</u>
<u>5/5/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>4/7/2003</u>
<u>5/19/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>4/21/2003</u>
<u>6/9/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>5/12/2003</u>
<u>6/10/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>5/13/2003</u>
<u>7/14/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>6/16/2003</u>
<u>8/11/2003</u>	<u>8:30 - 4:30</u>	<u>EPS</u>	<u>\$290</u>	<u>7/14/2003</u>

### **Mandatory DELPRO Procurement Training**

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

**2609**

### **Federal Supply Schedules**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
<u>4/15/2003</u>	<u>(9:00 - 12:00) or (1:00 - 4:00)</u>	<u>EPS</u>	<u>\$245</u>	<u>3/18/2003</u>
<u>7/15/2003</u>	<u>(9:00 - 12:00) or (1:00 - 4:00)</u>	<u>EPS</u>	<u>\$245</u>	<u>6/17/2003</u>

**2610**

### **Consolidated Purchasing Through Contracts**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
<u>4/16/2003</u>	<u>(9:00 - 12:00) or (1:00 - 4:00)</u>	<u>EPS</u>	<u>\$245</u>	<u>3/19/2003</u>
<u>7/16/2003</u>	<u>(9:00 - 12:00) or (1:00 - 4:00)</u>	<u>EPS</u>	<u>\$245</u>	<u>6/18/2003</u>

**2611****Buying from Businesses on the Open Market**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
<u>4/17/2003</u>	<u>(9:00 - 12:00) or (1:00 - 4:00)</u>	<u>EPS</u>	<u>\$245</u>	<u>3/20/2003</u>
<u>7/17/2003</u>	<u>(9:00 - 12:00) or (1:00 - 4:00)</u>	<u>EPS</u>	<u>\$245</u>	<u>6/19/2003</u>

**2617****Price Reasonableness in Simplified Acquisitions**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
<u>5/20/2003</u>	<u>(8:30 - 12:00) or (1:00 - 4:30)</u>	<u>EPS</u>	<u>\$245</u>	<u>5/1/2003</u>

**2612****Professional Service Orders**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
<u>5/7/2003</u>	<u>(8:30 - 12:00) or (1:00 - 4:30)</u>	<u>EPN</u>	<u>\$245</u>	<u>4/8/2003</u>
<u>6/11/2003</u>	<u>(8:30 - 12:00) or (1:00 - 4:30)</u>	<u>EPN</u>	<u>\$245</u>	<u>5/14/2003</u>
<u>7/29/2003</u>	<u>(8:30 - 12:00) or (1:00 - 4:30)</u>	<u>EPN</u>	<u>\$245</u>	<u>7/1/2003</u>

**2603****Delegated Acquisition Training Program**

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a hands-on segment in which students actually access the ADB.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
<u>3/11 thru 3/14/2003</u>	<u>9:00 - 4:00</u>	<u>EPS</u>	<u>\$784</u>	<u>2/11/2003</u>
<u>4/15 thru 4/18/2003</u>	<u>9:00 - 4:00</u>	<u>EPS</u>	<u>\$784</u>	<u>3/18/2003</u>
<u>5/20 thru 5/23/2003</u>	<u>9:00 - 4:00</u>	<u>EPS</u>	<u>\$784</u>	<u>4/22/2003</u>
<u>7/15 thru 7/18/2003</u>	<u>9:00 - 4:00</u>	<u>EPS</u>	<u>\$784</u>	<u>6/17/2003</u>
<u>8/12 thru 8/15/2003</u>	<u>9:00 - 4:00</u>	<u>EPS</u>	<u>\$784</u>	<u>7/15/2003</u>

**NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov>**

## **ANSWERS TO KNOWLEDGE IS POWER**

1.....FALSE - NIH POLICY MANUAL 6013-2, pg. 27

2.....TRUE - NIH POLICY MANUAL 6013-2, pg. 12

3.....TRUE - NIH POLICY MANUAL 6013-2, pg. 19

4.....TRUE - NIH POLICY MANUAL 6013-2, pg. 11

5.....FALSE - NIH POLICY MANUAL 6013-2, pg. 23

## **THE OLAO ACQUISITION NEWSLETTER**

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office Of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage:

<http://www.nih.gov/od/olao/oa>

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Ms. Arlene Wallace at: [wallacea@ors.od.nih.gov](mailto:wallacea@ors.od.nih.gov) Or

Ms. Margaret Agresti at: [agresti@ors.od.nih.gov](mailto:agresti@ors.od.nih.gov)

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, [SeidelP@od.nih.gov](mailto:SeidelP@od.nih.gov), Tim Theoharis, [Theohart@od.nih.gov](mailto:Theohart@od.nih.gov), Annette Romanesk, [Romanesa@od.nih.gov](mailto:Romanesa@od.nih.gov), or John Best, [BestJ@od.nih.gov](mailto:BestJ@od.nih.gov). If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.

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**OLAO ACQUISITION NEWSLETTER  
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